

RECRUITMENT BULLETIN

BIG HORN COUNTY

ATTN: Human Resources

P.O. BOX 908

HARDIN, MT 59034

RECRUITMENT NO.	OPENING DATE	CLOSING DATE
21-34	December 20, 2021	Until Filled

POSITION: Economic Development Director

LOCATION: Hardin, Montana

SALARY: \$25.00 to \$28.00 per hour, depending on experience

DUTY HOURS: 40 hours per week; variable hours; attendance at after-hours meetings required

MAJOR DUTIES: Under administrative direction, aggressively promote economic growth for Big Horn County. Provide assistance for new business and industrial growth and assistance for existing business expansion and retention. Coordination of economic development with resources already in place within the community, county, and the State. Directs all planning aimed at deciding methods to be used in carrying out the objectives and implementation policies of the County.

BENEFITS: 4 employee health plans to choose from, with costs for employee ranging from \$43.50 to \$0 per pay period. A High Deductible plan-\$0 cost to employees with \$732 per year directed to a Health Savings Account for full time, eligible employees. Affordable Vision and Dental plans for employees. Montana Public Employee Retirement plan. Paid Vacation and Sick leave and Holidays. Employees provided \$25,000 of Life Insurance and affordable, voluntary, supplemental Life and AD&D insurance up to \$100,000 upon enrollment. Free Wellness Screenings. Discounted Gym Membership.

QUALIFICATIONS: Graduation from high school or its equivalent supplemented by training in the area of economic development, finance, or real estate development. Three years of progressively responsible experience in the field of community or economic development with local government experience desirable. Excellent communication skills in writing, speaking, and listening required. Computer experience helpful. Must possess a valid Montana Driver License and must be an insurable driver.

TESTING: An oral interview will be administered.

PRE-EMPLOYMENT

TESTING: The successful applicant must undergo pre-employment drug and alcohol testing.

DISTRIBUTION: Countywide

HOW TO APPLY: Submit a Big Horn County application (include driving record, if from a state other than Montana in last five (5) years) to the Human Resources Office, Room 302, Courthouse or to the mailing address listed above. For application, call (406) 665-9735 or email humanresources@bighorncountymt.gov.

DEADLINE: Applications will be reviewed starting January 6, 2022 and will be reviewed every following Monday until position is filled.

BIG HORN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. NOTHING IN THIS RECRUITMENT BULLETIN IS INTENDED TO GUARANTEE CONTINUED EMPLOYMENT. IF YOU ARE CLAIMING PREFERENCE, PLEASE SUBMIT PROOF WITH YOUR APPLICATION.